

February 6, 2015  
8:30 A.M.  
Newport, Oregon

The City of Newport Wayfinding Committee met on the above date in Conference Room B of the Newport City Hall. In attendance were Ken Spencer, Robin Dennis, Linda Neigebauer, Frank Geltner, and Chuck Forinash. Also in attendance was Bob Fuller, city staff. City Council liaison Mark Saelens was not able to attend.

I. **Call to order:** The meeting was called to order at 8:32 AM.

II. **Approval of November 7, 2014 minutes**

Neigebauer corrected the section pertaining to scenic byway signage: In addition to signage at Oceanview/Hwy 101 to Nye Beach, it should also refer to signage at Hwy. 20 at Moore Drive regarding Bay Front scenic byway signs. This should not be included in the reference to Oceanview Drive. Following correction, motion was made and passed on unanimous voice vote to approve the minutes.

III. **Select Committee Chair**

Geltner was elected committee chair and Neigebauer elected vice-chair by unanimous voice vote.

IV. **Mandatory Committee goal setting and prioritization**

The committee identified the following goals, some of which the committee suggests can be applied to all City committees:

- A. Establish a general protocol to track committee motions (feed-back loop).
- B. Advisory committee resolution description should include a reference to the role and duties of the council liaison relative to tracking of on-going projects. Example: C3 on Resolution 2.05.070 (motions go to City Manager and City Council and they are not coordinated as far as we can see).
- C. Maintain funding for Wayfinding signage as a line item in the budget.
- D. The Wayfinding maps will be refreshed (with a decal overlay) by the end of March each year, replacing maps as necessary.
- E. Continue to look for consistency in Wayfinding solutions between different jurisdictions (City, Port of Newport, ODOT, and Chamber of Commerce).

This list was given to the City Manager's Office for the City Council Goal Setting Session later this month.

**V. Update on map installations**

Mike Eastman sent a memo with the status of previously-motioned map installs: The maps at South Beach Marina have been installed in locations agreed upon with the Harbor Master; the map at Bay Blvd./Bay St. has been installed; the Welcome to South Beach sign has been installed on City ROW at Pacific Way; Eastman expects to meet soon with HMSC personnel to explore map locations at the facility; the map proposed for the east end of Bay Blvd. is on a task list for City sign installs.

The current available funds for Wayfinding Signs is \$9,825.00. The budgeted amount is \$10,000, and \$175 was spent on the map overlay decals. This is a dedicated Wayfinding Signage/Maps fund.

**VI. Committee Comments**

Geltner noted the continued need for an on-going list of projects and the status thereof (Fuller will email committee members the current spreadsheet with this information, updated with Eastman's latest input). Spencer said we need a list of current map locations and an inventory of how many maps are in stock at the city shops (Eastman can provide this number). It was noted that any new set of revision decals shall display the month and year of revision.

**MOTION:** Advise the City that the wayfinding map be officially called "The Wayfinding Map", and shall display the month and year of revision, and that all Wayfinding maps be refreshed with decal overlay once each year by the end of March. The motion carried on a unanimous voice vote.

Geltner suggested adding "Future Home of OMSI" and "Sea Lion Docks" to the next revision.

The committee agreed a list of projects on a large piece of paper will be displayed and added to at each committee meeting. This will provide a more visual awareness of the status of various wayfinding projects/proposals.

**VII. Public comments: None**

**VIII. Adjourned at 10:08 AM**